



Teacher Certification for an Articulated Course – 2's and 9's are no longer acceptable. The requirements for reporting an articulated course for 2006 Course Enrollment have changed to allow a school to report either the actual certification (SSN) number **OR** the license number/certificate number **and** the teacher's first and last name. An articulated student is defined as a student who:

- attends another school within a district (Shared District Instruction – SDI)
- attends another school district (attends a JTED-sponsored course at another secondary district)
- attends a community college
- attends a skill center (e.g. a cosmetology school)

If **no SSN** is provided for an articulated course, then a license number/certificate number **and** the teacher's first and last name must be provided. The record will not be added without:

- license number/certificate number
and
- the teacher's first and last name

The name is required for both secondary and postsecondary teachers reported on CTE enrollment reports. The name will be pulled from the ADE Certification database using the actual certification number of the teacher. If the course is articulated and no actual certification number of the teacher is available on the ADE Certification database, provide the teacher's first and last name and their license number/certificate number. You will enter the first and last name of the teacher who has the primary responsibility and the majority of time teaching the class.

If the course is NOT articulated, then the actual certification (SSN) number must be provided. The actual certification (SSN) number will be **validated** on the ADE Certification database.

Online Course Enrollment data entry

The online 2006 Course Enrollment web pages (40th Day and 100th Day) have been modified to reflect this business rule change. If a school enters an articulated course with a valid Attending CTDS number and Attending Count, then the web page will accept **either** a valid teacher SSN **or** a license number/certificate number **and** the teacher's first and last name to add the record. If a valid teacher SSN is entered, it is **validated** on the ADE Certification database. If a license number/certificate number **and** the teacher's first and last name are entered, this data will be verified by ADE CTE staff.

2006 Secondary CTE Course Enrollment 40th Day

Course Enrollment Information			
CTDS	School Name	Fiscal Year	
12-34-56-001	SAMPLE SCHOOL	2006	
Course(1-7 digits)		Description	
1204002		Cosmetology Advanced App	
Enrollment Information			
8th digit of Course Number	<input type="text" value="1"/>	Teacher SSN (no dashes)	<input type="text"/>
Period	<input type="text" value="1"/>	Minutes per week	<input type="text" value="250"/>
Number of Weeks	<input type="text" value="20"/>	Room Number	<input type="text" value="C1"/>
Enrollment Count by Grade			
Grade 09	<input type="text" value="0"/>	Grade 10	<input type="text" value="0"/>
Grade 11	<input type="text" value="5"/>	Grade 12	<input type="text" value="5"/>
Enrollment Count by Gender			
Male	<input type="text" value="0"/>	Female	<input type="text" value="10"/>
Enrollment Count for Special Populations			
Handicapped	<input type="text" value="0"/>	LEP	<input type="text" value="0"/>
Econ Disadvantaged	<input type="text" value="0"/>	Acad Disadvantaged	<input type="text" value="0"/>
Single Parent	<input type="text" value="0"/>		
Articulated Enrollment Count			
Attending Count	<input type="text" value="10"/>	Attending CTDS	<input type="text" value="010654202"/>

If no SSN

Private Beauty College

If no Teacher SSN is available for an articulated course, enter the following:

License Number/Certificate Number	
License#/Certificate#	<input type="text" value="EA1111222233334444555566667777"/>
Post Secondary Teacher Name	
First Name	<input type="text" value="Joe"/>
Last Name	<input type="text" value="Teacher"/>

Text file Course Enrollment data entry

This business rule also exists for 2006 Course Enrollment text files (for 40th Day and 100th Day). An articulated course with a valid Attending CTDS number and Attending Count should have **either** a valid teacher SSN **or** a license number/certificate number **and** the teacher's first and last name. If a valid teacher SSN is not available but a license number/ certificate number **and** the teacher's first and last name is available for an articulated course, put **zeroes** in the teacher SSN field in the text record. Always set the teacher SSN field to **zeroes** if it is not available. The **maximum number of characters/numbers for these new fields are:**

License number/certificate number = 30 characters/numbers.

First name = 30 characters.

Last name = 40 characters.

The Teacher's SSN remains 9 characters – set to **zeroes** if not available.

The new record layout for the text file for articulated courses is available at:

<http://www.ade.az.gov/misinternet/filelayout/vociarticulated.asp>

EDP DATA FILE DESCRIPTION

CTE 40th and 100th Day Course Enrollment Reporting

FOR COURSES ARTICULATED TO:

COMMUNITY COLLEGE

-OR-

PRIVATE BEAUTY SCHOOL

-OR-

SKILL CENTER

Please remember to put all zeroes in the Teacher's Cert Number (SSN) if it is not available for an articulated course, and include the Teacher's License number/Certification number and first and last name.